



Office of the City Clerk

Weekly Report – for Week Ending September 11, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

2016 Neighborhood Council Election -

The vendor, Everyone Counts (E1C), has completed the mockup of the Online Voter Registration module. Staff and the Department of EmpowerLA have begun testing the module and is providing feedback to the vendor.

The ballot layout software has been loaded onto several test machines for the upcoming 2016 NC elections. The database server still requires testing and security settings to be finalized. Test ballot layout files have been sent to E1C for compatibility analysis with their online voting system.

The progress on the development of Ballot Voting Models (BVMs) is as follows: (Note: WAM=Web Application Module)

Number of BVM 1st Drafts Routing	86	98.85%
Number of BVMs Approved	78	89.65%
Number of WAM Updates by Systems	69	79.31%
Number of BVMs on Hold	3	3.45%
Number of WAM Approvals	51	58.62%

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	3/2
Number of Notices/Publications	10
Number of Contracts Attested	49
Number of Council Files Created	61
Number of Claims Received	62
Number of Referrals	50
Number of Council Meetings	4
Number of Committee Meetings	6

Neighborhood and Business Improvement Districts - Public hearing notices were mailed for the establishment of the proposed Central Avenue BID and reconfirmation of assessments of the Chatsworth BID. Pacific Palisades and Old Granada Hills BIDs' Administrative contracts were sent out September 8, 2015 and staff attended the monthly LA BID Consortium meeting in Little Tokyo.

Archives Projects - The City Archives posted a clip from our film collection to our YouTube channel addressing a 1950s Jail Bond measure. <https://www.youtube.com/watch?v=YphKtpsLLsQ>

Historical Archives Research - The Los Angeles Times researched a claim against the City in 1967 pertaining to injuries and a death sustained during an oil well explosion.

Novus Agenda Management System - A demonstration of the Novus Agenda Online Document Submittal was given to the GIS staff from the Planning Department. Planning is interested in the workflow and how documents are being submitted electronically to the City Clerk's Office as it relates to planning maps.

TOP ITEMS

- **Neighborhood Council Voter Registration System Testing**
- **Preparation for National Voter Registration Day**
- **Public Hearing Notices Sent to Proposed Central Ave BID**



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Fiscal/AB1290/Council/General City Purposes - The Financial Status Report and City Clerk Expenditure reports were completed. 7 contracts and 1 amendment are in progress and 3 contracts were executed.

Personnel - Staff participated in a Sr. Clerk Typist job analysis workshop at the Personnel Department; held 2 new employee orientations; coordinated a Sexual Harassment Prevention Training session for the Mayor's staff; addressed various inquiries regarding civil service appointments, examining and seniority point calculations; and sent a communication to City Clerk Division Heads regarding Disability Mentoring Day 2015.

ISSUES

None to report.

UPCOMING. . . .

Council Recess - Council is in recess Tuesday, September 15th and September 23rd - October 2nd.

Neighborhood Council Town Hall Meeting - Staff will attend the 2016 NC Election Townhall Meeting on Saturday, September 12th.

National Voter Registration Day - September 22nd. Staff has drafted a memo asking City General Managers to participate in National Voter Registration Day activities by placing voter registration forms on their public counters, displaying a NVRD web banner on their City Department's web pages, and encouraging their staff to register to vote. Staff continues to collaborate with Empower LA and the L.A. Community College District to plan National Voter Registration Day activities for September 22, 2015